


1 SEP 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM :   
Acting Director, Central Reference Service

VIA : Deputy Director for Intelligence

SUBJECT : ADSTAR Development

1. Central Reference Service is engaged in an effort to develop an Automated Document Storage and Retrieval (ADSTAR) system to succeed the present manual system and to support the future SAFE. At present, we are in the process of designing specifications for the ADSTAR system and developing a Request for Proposal. Funds have been budgeted to acquire a system in FY 1977 and to install it in FY 1978 and FY 1979.

2. The ADSTAR system development, installation, and operation will require long term support from several components of the DDA. ADSTAR requirements have been identified that impact upon the Offices of Data Processing, Security, Logistics and Communications. In addition, the ADSTAR Task Force is also keeping the Information Systems Analysis Staff informed on ADSTAR developments.

3. In order to begin coordination, a memorandum outlining the particular requirements affecting DDA offices and a request for a contact officer from each will be sent to the respective Directors except the Director of ODP who is a member of the joint CRS-ODP ADSTAR Steering Committee. If you feel that a focal point officer on your immediate staff is in order in addition to those assigned from the specific offices, one would be most welcome. For your information, we have attached copies of these memos, the ADSTAR Requirements and the ADSTAR System Management Plan.

  
STATINTL

Attachments:  
As stated

cc: Chief, DDI Plans and  
Programs Staff

UNCLASSIFIED		CONFIDENTIAL		SECRET	
<b>OFFICIAL ROUTING SLIP</b>					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	Director of Logistics				
2	[REDACTED]				
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
<b>Remarks:</b> <p>Any questions regarding this package should be directed to [REDACTED] C/CRS Admin on X6691.</p> <p>This has been reviewed fairly carefully. From the point of general information, it might be useful, although there seems to be nothing sufficiently specific to form a basis for any action. At this point, we see no need for a single focal point officer within the Directorate.</p> <p>[REDACTED]</p> <p>EO/DDA</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
AD/CRS 2E 60 HQ. 5211				31 Aug	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

FORM NO. 237 Use previous editions

(40)

EO/DDA/[REDACTED] 1m (7 Sept 76)

## Distribution:

1 RS - D/OL w/att.	1 RS - DDA Subject w/att
1 RS - D/OC w/att	1 RS - DDA Subject
1 RS - D/OS w/att	1 RS - RFZ Chrono

Attachment: DDA 76-4403, Memo for DDA from Acting Director, CRS, dated 1 Sept 76,  
 Subject: ADSTAR Development

2 September 1976

NOTE TO: EO/DDA

Bob: I recommend that you note this with interest and deposit in the nearest waste basket. I see no need to bother the DDA with this package or to establish a "focal point" in the DDA. The various memos to the DDA Offices are premature and contain nothing specific enough to form the basis for any actions by those Offices. Basically they contain very tentative planning information. I think the package reflects normal internal CIA staff communications processes as they are being carried out on ADSTAR. I have no idea why they felt it necessary to send this package to the DDA. However, there is a problem lurking in the bushes on ADSTAR. It is our opinion that the so called "ADSTAR Task Force" is probably incapable of carrying out the task of managing the implementation of the system. This means that: (a) We have another RAPID in the making, or (b) ODP will have to supply manpower resources to keep the program on-track. We prefer the latter approach but we don't have the manpower available. I'm sure you will be hearing more about this later.

  
Danny

STATINTL

cc: 

### ROUTING AND RECORD SHEET

SUBJECT: (Optional)

ADSTAR Development

FROM:

AD/CRS  
2E 60 HQ.

EXTENSION

5211

NO.

DATE 31 Aug 76

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDI Rm. 7E 44 HQ.

1 Sep 76 GR

2. DDA Rm. 7D 26 HQ.

9/7 S

To 1: For information  
STATINTL  
To 2: Per [REDACTED] request  
we are forwarding the  
entire package to you for  
dissemination.

Any questions regarding this  
package should be directed to  
STATINTL [REDACTED] C/AS/CRS on  
ext. 6691.